



Republic of the Philippines  
**Department of Education**  
SOCCSKSARGEN REGION

December 4, 2023

REGION MEMORANDUM  
AD-2023-056

**COORDINATION MEETING AND CAPABILITY BUILDING OF REGIONAL OFFICE (RO) AND SCHOOLS DIVISION OFFICE (SDO) SUPPLY OFFICERS**

To: Schools Division Superintendents

1. With reference to the Memorandum of Transpac Cargo Logistics, Inc. with Ref. No. OPTNS 122023-01 dated December 04, 2023 on the Full Release of DepEd Items, the regional and division Supply Officers will conduct a face to face **Coordination Meeting cum Capability Building** on **December 14-16, 2023** at the venue to be announced later.
2. This coordination meeting and capability building will focus on the following:
  - a. To make necessary actions and proper preparation in response to the Transpac Memo.
  - b. To come up with a synchronized plan in hauling the items from the Transpac Warehouse and in delivering directly to recipient schools.
  - c. To have one common procedures and processes in the hauling, handling and delivery of items with proper documentations.
3. For inquiries, you may email at [niccoshinedell.farnazo@deped.gov.ph](mailto:niccoshinedell.farnazo@deped.gov.ph) or [princess.calunsag@deped.gov.ph](mailto:princess.calunsag@deped.gov.ph) and [joseleody.armada@deped.gov.ph](mailto:joseleody.armada@deped.gov.ph).
4. For dissemination and compliance.

  
**CARLITO D. ROCAFORT**  
Director IV

Enclosure: None  
Reference: Transpac Memo Ref. No. Optns 122023-01  
Allotment: None  
To be indicated in Perpetual Index under the subject:  
CAPABILITY BUILDING MEETING

JLCA/AD-P&S/RM/COORDINATION MEETING AND CAPABILITY BUILDING OF REGIONAL OFFICE (RO) AND SCHOOLS DIVISION OFFICES (SDOs) SUPPLY OFFICERS/007 / December 04, 2023



**Address:** Regional Center, Brgy. Carpenter Hill, City of Koronadal  
**Telefax No.:** (083) 2288825/ (083) 2281893  
**Website:** [depedroxii.org](http://depedroxii.org)  
**Email:** [region12@deped.gov.ph](mailto:region12@deped.gov.ph)